



**SPECIAL PERMIT APPLICATION**  
**PLANNING, RESEARCH & DEVELOPMENT DEPARTMENT**  
**CITY OF EL PASO, TEXAS**

**1. CONTACT INFORMATION**

PROPERTY OWNER(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
APPLICANT(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
REPRESENTATIVE(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

**2. PARCEL ONE INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
SPECIAL PERMIT REQUEST: \_\_\_\_\_

**3. PARCEL TWO INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
SPECIAL PERMIT REQUEST: \_\_\_\_\_

**4. PARCEL THREE INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
SPECIAL PERMIT REQUEST: \_\_\_\_\_

**5. ADDITIONAL INFORMATION**

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: Signatures are required for all owners of record for the property proposed for special permit. Attach additional signatures on a separate sheet of paper.*

**\*\*OFFICE USE ONLY\*\***

ZON \_\_\_\_\_ RECEIVED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ APPLICATION FEE: \$ \_\_\_\_\_  
DCC REVIEW DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ (8:30 am, Planning Department Conference Room, 2<sup>nd</sup> Floor, City Hall Building)  
CPC REVIEW DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ (1:30 pm, City Council Chambers, 2<sup>nd</sup> Floor, City Hall Building)  
ACCEPTED BY: \_\_\_\_\_ FUND - 01101, DEPT ID - 99010335, ACCOUNT - 404126

## REQUIRED DOCUMENTATION FOR SPECIAL PERMIT APPLICATION

- ☐ **APPLICATION FOR SPECIAL PERMIT** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Planning Department reviews the application for accuracy and completeness.
- ☐ **ZONING MAP SHEET** - Property proposed for special permit must be accurately outlined in red ink. Zoning map sheets may be obtained at the Planning Department, 2nd Floor, City Hall Building.
- ☐ **DETAILED SITE DEVELOPMENT PLANS** - Eight (8) copies of a detailed site development plan, including one (1) 8½" x 11" copy, are required with the following information:
- a. Legal description of the property;
  - b. Location and arrangement of structures;
  - c. Size and use of structures, including number of dwelling units;
  - d. Lots lines with dimensions of the areas;
  - e. Required yards and setbacks;
  - f. Landscaped planted areas, where applicable;
  - g. Open spaces, where applicable;
  - h. Curb cuts and driveways;
  - i. Pedestrian ways and sidewalks;
  - j. Stamp or seal of a professional engineer, registered architect, or registered land surveyor who prepared the plans.
  - k. On-site parking areas, and loading / unloading berths where applicable (showing number and size of on-site parking spaces, including accessible spaces, and lighting of parking areas);
  - l. Storm water drainage;
  - m. Retaining walls, where applicable;
  - n. Screening walls or fences, where required;
  - o. Utility rights-of-way and easements;
  - p. Size and design of exterior signs;
  - q. Architectural design of buildings (side elevations);
- ☐ **METES AND BOUNDS DESCRIPTION** - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) copy of a written, sealed metes and bounds description is required for the property. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- ☐ **PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation submitting the application for special permit is the current property owner.
- ☐ **CERTIFIED CITY TAX CERTIFICATE** - One (1) copy is required for each parcel of property described in the application for special permit. Certified city tax certificates may be obtained at the City Tax Office, 1st Floor, City Hall Building. For any special permit application, delinquent taxes must be paid in full before a public hearing is held by the City Council.
- ☐ **PROOF OF NOTICES SENT TO RECOGNIZED NEIGHBORHOOD ASSOCIATIONS** - Section 2.102 of the City of El Paso Municipal Code requires that notices be sent to recognized neighborhood associations registered with the City of El Paso. Proof of notices sent is required and may be demonstrated by a certified mail receipt, copy of electronic mail (e-mail), facsimile transmission report to the most recent RNA fax number of record, or an affidavit attesting hand delivery.
- ☐ **ZONING CONDITIONS OR SPECIAL CONTRACTS** - One (1) copy of any special contracts or zoning conditions imposed on the property proposed for special permit.
- ☐ **TRAFFIC IMPACT STUDY** - For a special permit application to allow for a parking reduction, one (1) copy of a traffic impact study is required, or one (1) copy of a letter from the Engineering Department - Traffic Division waiving the requirement for a traffic impact study. The traffic impact study shall analyze the subject property and all adjacent properties within 300 feet of the subject property.
- ☐ **MASS TRANSIT VERIFICATION LETTER** - For a special permit application to allow for a parking reduction, one (1) copy of a letter from the Director of Sun Metro is required indicating that the main entrance to the property is within one thousand (1,000) feet from a mass transit system route.
- ☐ **SUBMITTAL VERIFICATION FORM** - One (1) copy of the submittal verification form, signed by the applicant and representative.
- ☐ **CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, 5th Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Planning, Research & Development Department. Fees are nonrefundable. **In addition to the application fees listed below, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs.**

**APPLICATION FEE:**

\$ 500.00 -	up to 1 acre
\$ 550.00 -	1.1 to 3.0 acres
\$ 600.00 -	3.1 to 5.0 acres
\$ 650.00 -	5.1 to 10.0 acres
\$ 750.00 -	10.1 or more acres



## REQUIRED INFORMATION FOR PLANNED RESIDENTIAL DEVELOPMENTS AND PARKING REDUCTIONS

**If requesting a special permit to allow for a planned residential development,  
please provide the following information:**

Total Number of Lots: \_\_\_\_\_  
Minimum Lot Area (sq. ft.): \_\_\_\_\_  
Maximum Lot Area (sq. ft.): \_\_\_\_\_  
Average Lot Area (sq. ft.): \_\_\_\_\_  
Minimum Average Lot Width (ft.): \_\_\_\_\_  
Minimum Lot Depth (ft.): \_\_\_\_\_  
Minimum Front Yard Setback (ft.): \_\_\_\_\_  
Minimum Rear Yard Setback (ft.): \_\_\_\_\_  
Minimum Side Yard Setback (ft.): \_\_\_\_\_  
Minimum Side Yard Abutting a Side Street Setback (ft.): \_\_\_\_\_

**If requesting a special permit to allow for a parking reduction, please provide  
the following information:**

Total Number of Parking Spaces Required: \_\_\_\_\_  
Total Number of Parking Spaces Proposed: \_\_\_\_\_  
Total Number of Parking Spaces Reduced: \_\_\_\_\_  
Percent Reduction Requested: \_\_\_\_\_  
Existing or New Development? \_\_\_\_\_

### REQUIREMENTS REGARDING RECOGNIZED NEIGHBORHOOD ASSOCIATIONS

Section 2.102 of the City of El Paso Municipal Code requires that notices be sent to recognized neighborhood associations within the City of El Paso for rezoning, special permit, and zoning condition amendment or release applications. Notices to recognized neighborhood associations must be sent prior to submittal of the application to the Planning, Research & Development Department. Proof of notices may be demonstrated by providing a copy of the letter and a copy of the certified mail receipt, copy of electronic mail (e-mail), facsimile transmission report to the most recent RNA fax number of record, or an affidavit attesting hand delivery.

The notification letter sent by the applicant shall include the following information:

1. A detailed description of what is being applied for; including:
  - a. The street address and location of the property proposed for special permit.
  - b. The legal description of the property proposed for special permit.
  - c. Type of application being submitted (rezoning, special permit, or zoning condition amendment or release).
2. A statement as to the application's projected impact on the land comprising the geographic boundary of any affected recognized neighborhood associations.
3. The name, address, and telephone number of the applicant and/or representative as listed on the application.



## REQUIREMENTS REGARDING ON-SITE POSTING OF NOTICE

Section 20.04.520 of the City of El Paso Municipal Code requires on-site posting of notice by an applicant for rezoning, special permit, and zoning condition amendment or release applications involving parcels with one or more acres of land. Such on-site posting of notice shall comply with the following:

### 1. Location:

On-site posting of notice shall be at locations at the proposed site that face and are clearly visible and legible from each right of way abutting the property subject to signage requirements listed herein. One sign per right-of-way shall be required. However, application areas covering both sides of a right-of-way shall require posting on each side of the right-of-way and otherwise comply with location requirements herein. Required signage shall be affixed to the main structure facing the applicable right of way or shall be free standing. In either case, required signage shall be raised from the ground so that the top of the text portion of the sign is a minimum of five feet above ground level. Approval of proposed sign location(s) by the zoning administrator shall be deemed conclusive as to location requirements.

### 2. Duration of posting:

Posting shall be continuous, as defined below, until final city council action and shall commence at least fifteen (15) days prior to the date of the first public hearing at the city plan commission. Prior to the city plan commission hearing date, the applicant shall provide a digital or printed picture to the Planning, Research, & Development Department showing that all required signage has been properly placed on the property. Failure to provide such picture proving compliance with signage requirements shall result in postponement of the application until such time as an acceptable picture is received. The applicant shall promptly replace any sign required by this section, which becomes lost, stolen, or vandalized, within five business days following the date of receipt of actual knowledge of same by any employee of the Planning, Research, & Development Department. For purposes of this subsection, an applicant also has actual knowledge that a sign is lost, stolen, or vandalized three days following the date of mailing of a letter addressed and properly mailed to the applicant at the address provided on the application or one day following the date of successful transmission of a facsimile report to a telephone number provided on the application. Any sign required by this provision shall be removed no later than ten (10) days after final action on the application. Posting is continuous so long as lost, stolen, or vandalized signage is replaced within five business days following the date of receipt of actual knowledge. Further, posting is deemed continuous when lost, stolen, or vandalized signage has been replaced two (2) times, even if such signage is not replaced a third time.

### 3. Size and content:

A sign area with a minimum width of three feet and a minimum height of two feet shall be required. The sign shall provide a caption stating ["Location of Proposed Rezoning. Public Hearings are scheduled. Please call 541-4056"] The caption shall be in black two-inch bolded block lettering and appear on a white background.



## SUBMITTAL VERIFICATION FORM

I, the applicant and/or representative for this application, acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for special permit. If a conflict should result with this request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict. I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for special permit.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the Development Coordinating Committee meeting, the City Plan Commission public hearing, and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Plan Commission or City Council, the application may be postponed or may be heard without representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed for want of prosecution. Failure to receive a notice by the City shall not excuse failure to appear at the City Plan Commission or City Council public hearing.
4. I understand that the applicant is advised to meet with the City Representative where the property as listed on the application is located. It is recommended that the applicant keep the City Representative informed about the status of the application.
5. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the Development Coordinating Committee and the City Plan Commission. A majority vote of all members of the City Council is required to overrule a recommendation of the City Plan Commission.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ADDITIONAL APPLICATIONS IN PROCESS REGARDING THIS PROPERTY (please check all boxes that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Rezoning Application       | <input type="checkbox"/> Detailed Site Development Plan Application        |
| <input type="checkbox"/> Special Permit Application | <input type="checkbox"/> Zoning Condition Amendment or Release Application |
| <input type="checkbox"/> Subdivision Application    | <input type="checkbox"/> Historic Review Application                       |
| <input type="checkbox"/> Building Permit            | <input type="checkbox"/> Zoning Board of Adjustment Application            |
| <input type="checkbox"/> Other _____                |  |

For any information regarding this application, please contact the Planning, Research & Development Department at (915) 541-4056.